America's
Job Bank

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Job Seeker Services

The America's Job Bank (AJB) network offers two levels of FREE service to all Job Seekers. The basic level is the ability to conduct a search for possible job openings. The higher level allows a job seeker to create and submit a resume to the system, and conduct and save customized job searches. You must register through your home state to gain access to the higher level of service.

Search for Jobs:

This is the basic level of FREE service, available without the need to register. There are several alternatives available to conduct a search of the America's Job Bank job order data base.

1. Occupation Search
2. Keyword Search
3. Military Code Search
4. Job Number Search

- **Occupation Search:** starting with twenty-two (22) broad occupational areas, provides the capability to refine the search to a more specific pre-defined occupational group. There are also several optional advanced search criteria, including: job location, jobs entered during a specific time period, job seeker's education and experience, job duration, and minimum salary required. (In-depth description of the Occupation Search is available.)

- **Keyword Search:** provides the capability to choose skill words important for the position being sought. The search will retrieve all jobs containing the words that appear in the Job Title, the Certificates/Licenses Required or the Type of Education Required sections of the job listing. The same advanced criteria used in the Occupation Search are also available in the Keyword Search. (An in-depth description of the Keyword Search is available.)

- **Military Code Search:** allows job seekers who have a military background to enter their Military Occupational Code and conduct a search for any equivalent civilian jobs that are open. The same advanced criteria used in the Occupation Search are also available in the Military Code Search. (An in-depth description of the Military Code Search is available.)

- **Job Number Search:** for job seekers who have previously conducted a search of the file and found a specific job that they wish to recall and review. By entering the nine (9) character job number, they can go immediately to that job description (if it is still available). (An in-depth description of the Job Number Search is available.)

- In addition to the job search function, AJB offers several links to other Job sites.

  1. State Sites
  2. Employer Sites
  3. Private Agencies

  ○ State Sites: Although all states are a part of this system, many provide additional job search assistance at their own web sites. This link will allow you to browse any of the state sites for this additional information.

  ○ Employer Sites: Employers may request a link from AJB to their site. AJB reviews each site to determine if there are specific jobs available and a method of applying. If the site meets these criteria AJB will point directly to the Jobs/Employment page whenever possible. AJB in no way endorses any employer that appears on the list, nor is responsible for the content or currency of these pages.

  ○ Private Agencies: Private Agencies are handled in the same manner as Employers. When investigating agencies, job seekers should be aware that fees may be involved in some cases.

Registration:

Obtaining access to the higher level of FREE service requires a registration for your privacy and confidentiality of information, and so that the system can track activity and provide you with activity information. The registration process requires that you provide some standard contact information (i.e. name, address, telephone number), and then choose your own Username and Password. It is important that you remember the Username and Password as you will be asked for them each time you use the system. Once registered, you will have access to the following services:

- Custom Job Searches: As a registered job seeker, all of the searches described above are available to you, and you will be able to create any standard search that meets your needs and store (save) it for use whenever you return to the system, saving you time during future visits. Additionally, AJB will keep track of the last date the search was performed and how many jobs were accessed, so you can tailor the search for specific periods of time to avoid duplicate results.

- Job Scout: Job Scout is special search feature for Job Seekers. It provides the ability to automatically perform saved job searches. When these job searches are run, any new matches will generate an e-mail notification to you. To use Job Scout, you need to register, and create and save a job search.

- Create Cover Letters: Once registered, you have the ability to create appropriate cover letters for each job to which you are applying.

- Create/Submit a Resume: AJB provides a electronic resume builder, that allows job seekers to "fill in the blanks" to create their resume. We require this format to allow employers to conduct structured searches. The system also provides an option allowing you to enter free form resumes in Ascii format. The structured resume has twelve (12) different sections that should be completed as applicable.

  1. Contact Information: Will automatically contain the information you provided as with your registration. It can be modified as necessary.

  2. Occupation: This section allows you to choose job titles that apply to the type of work you are seeking. At least one title is required.

  3. Location: This section allows you to select the areas in which you are willing to accept employment.

  4. Job Objective: This is a free-form section that allows you to indicate your job objective. When entering this information, remember that an employer will be shown this section before they see the entire resume, so be as specific as possible.

  5. Employment History: This section allows you to provide information about your previous jobs.

  6. Skills and Abilities: This is a free-form section that allows you to enter any additional training, skills and abilities you have obtained.

  7. Education: This section allows you to enter the highest level of education you have completed, as well as the type of degree program completed.

  8. Certificates and Licenses: This section allows you to enter any special license or certificate received.

  9. Honors and Activities: This section allows you to enter any information concerning Honors you have earned or Activities in which you are involved.

  10. Salary: This section allows you to enter the minimum salary you will accept. It is available for search purposes only and will not be displayed as part of your resume.

  11. Notes: This section is free flow and allows you to enter any other information which you feel is important but did not fit anywhere else (i.e. publications). This section is not available to the employer for search purposes.

  12. Open Format: This section provides a free-form text area in which you can type your resume as you would like it to appear (up to 4000 characters). None of the information placed in this section will be searchable by employers, but it will be displayed when an employer views your resume. This section is only available if you choose the Open Resume Format option.

  Prior to submitting your resume, you will have the ability to review it and make any changes. Once submitted, it can be modified at any time. RESUMES REMAIN ACTIVE FOR 60 DAYS. If necessary, you will be able to "extend" the active period. An active resume will be available for searching within 24 hours. However, only registered and validated employers will be given access to your personal contact information.

Additional help resources for job seekers:

- Job Seeker FAQ's
- Job Seeker Registration
- Job Seeker Resume Builder
- Job Seeker Keyword Search for Jobs
- Job Seeker Military Code Search for Jobs
- Job Seeker Occupation Search for Jobs
- Job Seeker Number Search for Jobs

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Resume Builder

Using the Resume Builder, you can create and submit an electronic resume. Resume Builder allows you to construct a resume in three (3) different ways. The Traditional Resume format is comprised of twelve (12) sections, not all of which are required for a complete resume. The Express format contains five (5) sections, all of which are required. The Express format contains less information than the Traditional format. The Open format is comprised of six (6) sections, all of which are required. The Open format provides a section in which you can enter an Ascii text version of your resume.

On the first Resume Builder screen, select the radio button for the resume format that you wish to submit (Traditional, Express, or Open), and click on the **Start** button.

To move through the resume construction process, click on the navigation buttons at the bottom of the screens (the **Previous** and **Next** buttons). Clicking on the **Preview Resume** button, which is included on all screens, allows you to view all the information you have entered at any desired point in the process. After completing required sections, you have the ability to save your resume by clicking on the **Save** button.

A section by section description of the Resume Builder follows. It includes all required information as well as suggestions for best use. Note that the Express and Open resume formats do not include all of the sections described below.

Contact Information:

Contact Information is comprised of two sections. On the first Contact Information screen, select whether you want to prevent employers from viewing your contact information, and select a method of contact (postal mail, phone, fax, and or email). You must select at least one method of contact. The second Contact Information screen may be pre-populated with address information provided during your original registration. You may add or change any of this information. **This section is required.**

Occupation:

This section allows you to create a list of job titles in which you are interested. Clicking the **Add Job Title** button invokes a list of Job Categories. Clicking on a desired category within this list will reveal sub-categories and/or a list of Job Titles within that category (Job Categories are identified with a folder icon; Job Titles are identified with a "pointing finger" icon). Locate and click on a desired Job Title within these lists. The selected Job Title will be displayed on the original screen. You must select at least one Job Title. Once one or more Job Titles have been selected, a **Delete Job Title** button will appear below the selected title(s). To delete a selected Job Title from your list, click on the **Select** radio button next to the Job Title to be deleted, and click **Delete Job Title**. The selected Job Title will be removed from your list.

Location:

To specify that you wish to work within a certain distance of up to three different Zip codes, select the **Zip Code** option. To specify that you wish to work anywhere in up to six different States, select the **States** option. To specify that you wish to work anywhere in up to three different Countries (including the United States), select the **Countries** option.

If you select the Zip Code option, specify the distance from up to three specific zip codes (**5**, **10**, **25**, **50**, or **100** miles) in which you would like to work. Next, enter a five-digit Zip code for the area in or around which you wish to work. If you don't know the desired Zip code, click on the **Find A Zip Code** button for assistance. To use the Zip Code Locator, enter a full or partial city name, select a State

from the drop-down list, and click on the **Find Cities** button. A list of cities and their corresponding zip codes will be displayed; select the radio button for the desired zip code in this list and click on the **Use Selected Zip Code** button, and the selected zip code will be displayed in the field on the first screen.

If you select the States option, you can select up to three States in which you would like to work. Select a desired State from each drop-down list.

If you select the Countries option, you can specify up to three Countries (including the United States) in which you would like to work. In each field, enter a desired Country's two-digit Country Code (e.g., US). To select from a list of Countries, click the **Find Country Codes** button. To use the Country Finder, select the desired Country's name from the drop-down list, and click on the **Use Country Codes** button. The selected Country's code will be displayed in the field on the first screen.

Job Objective:

Type your Job Objective as you would like it to appear on your resume. This field has a limit of 2000 characters. Since employers can conduct searches for this information, you should attempt to be as specific as possible.

Employment History:

Use this section to describe your employment history. For each job you include, please provide the following information:

- **Employer:** the name of the company at which you worked.

- **City:** the city in which the job was located.

- **State:** select the state in which the job was located.

- **Country:** the country in which the job was located. If necessary use the **Find Country Code** button.

- **Job Title:** enter the title or titles of the job(s) you held with this company.

- **Start Date:** enter the date you started working at this job (in mm/dd/yyyy format).

- **End date:** enter the date you last worked at this job (in mm/dd/yyyy format). If you are still employed, enter the current date.

- **Job Duties:** in as much detail as possible, enter your job duties, and responsibilities (up to 2000 characters).

Skills and Abilities:

Enter any additional skills and abilities that are important in your job performance. Also provide information about any additional training you have received. You have a maximum of 4000 characters.

Education (1 & 2):

This section is broken up into two (2) areas: Highest Level of Education and Schools Attended.

- **Highest Level of Education:** from this drop-down list, select the highest level of education that you have completed. This entry is used when you search against the job order file and when employers search the resume file. It does not appear on the resume itself. **This is a required entry** - NONE SELECTED cannot be left in the field; some other selection must be made.

- **School #:** For each school you list, please provide the following information:

  o **Type of Education/Degree:** Enter the type of degree/ education you have obtained (e.g., Bachelors/Business Administration). **If an entry is made in this field, then an entry is required for Issuing Institution /State/Country/Completion Date.**

  o **Course of Study:** Enter your major course of study (i.e. Accounting). **If an entry is made in this field, then entries are required in all other fields.**

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